

Automated Clearing House (ACH) Change Form

CLIENT NAME (name must match name on bank account)	CLIENT ID NUMBER
EMAIL ADDRESS	
WORK TELEPHONE	HOME TELEPHONE

I wish to:

- Change amount: From \$ _____ to \$ _____ Effective date _____
- Change Draft Date: *Select one or two of the following withdrawal dates and specify the dollar amount for each draft. The dates chosen must be between the 1st and 28th of every month.*

Withdrawal Date (1st – 28th)	Withdrawal Amount
	\$ _____
WITHDRAWAL DATE	WITHDRAWAL AMOUNT \$ _____
WITHDRAWAL DATE	WITHDRAWAL AMOUNT

If one or more withdrawal dates are selected, the funds may not disburse until a full deposit is in.

ACH funds are not guaranteed funds; therefore, may not disburse to your creditors for a minimum of 5 business days. Funds drafted after the 21st of the month will not be disbursed to your creditors until the following month.

- Change Bank Account Information

A Preprinted Voided Check Or Withdrawal Slip Must Be Attached Here

Write the word "VOID" on your blank check or saving withdrawal slip and attach to this Change Form. If your financial institution does not provide savings slips or checks, please attach a letter from your bank on letterhead indicating your account number and routing number for auto withdrawal. Your request may require a minimum of 5 days to process.

- Terminate my Auto Draft effective: _____
- I am aware that CredAbility may drop me from the ACH service if my account has insufficient funds at the time of the withdrawal date(s) listed above and that CredAbility may charge up to a \$25 fee for insufficient funds returned on my account, as applicable by state law regulation.
- I am aware that any requests for changes, increases or decreases require written notification which must be received by CredAbility a minimum of 5 business days prior to the withdrawal date.
- I will receive notification from CredAbility informing me of my start date. If I do not receive this letter 5 days prior to the scheduled withdrawal date, I must contact Client Services at **800.251.2227** to verify my ACH status.

SIGNATURE	DATE
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**Fax completed form to 404.653.8896, or mail to:
CredAbility • attn: ACH • 270 Peachtree Street NW • Suite 1800 • Atlanta, Georgia 30303**